

**BY ORDER OF THE SECRETARY
OF THE AIR FORCE**



AIR FORCE MANUAL 23-120

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Materiel Management

***SPARES REQUIREMENT
REVIEW BOARD (SRRB)***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Air Force Manual (AFMAN) implements Air Force Policy Directive (AFPD) 23-1, *Materiel Management*, using the Spares Requirement Review Board (SRRB) as the process to forecast depot level reparable and Air Force (AF)-managed spares requirements for Program Objective Memorandum (POM) submission. This manual applies to all civilian employees and uniformed members of the Regular Air Force, AF Reserve, and Air National Guard. This manual may be supplemented at any level, but all supplements that directly implement this publication must be routed to the AF Weapon System Sustainment Division (AF/A4PY) for coordination prior to certification and approval. Refer recommended changes and questions about this publication using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional chain of command. The authorities to waive wing-/unit-level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AF Instruction 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately to the publication OPR for non-tiered compliance items. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System.

SUMMARY OF CHANGES

This document has been substantially revised and requires complete review. Major changes include: (1) revised tiering, (2) a link for the SRRB Validation Tool Folder, and (3) modified terms to meet Secretary of the Air Force publication guidance.

Chapter 1

GENERAL INFORMATION

1.1. Overview. The SRRB is an annual collaborative effort between several organizations developing the total flying hour spares requirements for funding approval. The SRRB establishes the guidelines, roles, and responsibilities for preparation of Air Force Materiel Command's (AFMC) Working Capital Fund and each Lead Command's Funds Holders' individual POM submissions based upon projected spares requirements computations. These reparable and consumable items are managed through the Consolidated Sustainment Activity Group-Supply Division (CSAG-S). This manual provides guidance on the requirements build submitted for the overall POM.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Weapon System Sustainment Division (AF/A4PY). Office of Primary Responsibility (OPR) and waiver approval authority for non-tiered requirements for this publication.

2.1.1. Co-chairs the SRRB.

2.1.2. Will submit the final SRRB factors to the Cost Review Board (CRB) for programming actions used to build the POM.

2.1.3. Will coordinate the CSAG-S budget submission reflecting the SRRB outcomes to the AF Corporate Structure (AFCS) via the CRB.

2.1.4. Will issue an annual SRRB Call Letter.

2.2. Lead Command Funds Holders. Will forecast spares requirements utilizing the Air Force Total Ownership Cost (AFTOC) database to determine base-level supply net sales consumption. **(T-1)** This projection is based on the same baseline timeframe and flying hours used by the Requirements Management System (RMS).

2.2.1. Must designate an OPR to identify and validate their requirements while coordinating funding within their Financial Management and Planning organizations and other Funds Holder organizations as required. **(T-1)**

2.2.2. Must validate the programmatic changes needed by Centralized Asset Management (CAM) for forecast computation. **(T-1)** This validation takes place through the approval of templates developed in the SRRB Input and Retrieval Web Tool (https://msdis.us.af.mil/srrb_v3).

2.2.3. Each Funds Holder will designate a primary and alternate point of contact to work with CAM Requirements Branch throughout the SRRB process. **(T-1)**

2.3. Air Force Sustainment Center (AFSC). Must develop and maintain method models to compute wholesale and retail materiel requirements for Air Force centrally-procured items. **(T-1)**

2.3.1. Will co-chair the SRRB. **(T-1)**

2.3.2. Shall implement methods to accomplish a complete inventory for each item under its management control. **(T-1)**

2.3.3. Will act as OPR for SRRB systems and procedures. **(T-1)**

2.3.4. Will ensure the latest applicable Air Force planning and programming documents are included in the data used to compute requirements. **(T-1)**

2.3.5. Will act as the System Functional point of contact for Material Support Division Information System module. **(T-1)**

2.3.6. Will facilitate/liaise between SRRB Single Managers, Lead Command Logistics Offices, and 448th Supply Chain Management Wing (448 SCMW). **(T-1)**

2.3.7. Must establish business rules for the SRRB disconnect process. **(T-1)**

2.4. The 448th Supply Chain Management Wing (448 SCMW). Must provide spares support information through the SRRB Input and Retrieval Web Tool. **(T-1)**

2.4.1. Shall delegate a Wing SRRB Enterprise OPR and identify the Air Logistics Complex OPR. **(T-1)**

2.4.2. Shall liaise between AFSC Supply Requirements Branch (AFSC/LGPS) and 448 SCMW Disconnect Office at the other Air Logistics Complexes. **(T-1)**

2.5. Air Logistics Complex Disconnect Office. Must work with the Single Managers, Funds Holders, Lead Commands, and Supply Chain Improvement Program Teams during the approval process to achieve an appropriate schedule. **(T-1)**

2.5.1. Will ensure file maintenance actions are completed by Inventory Management Specialists and Equipment Specialists supporting the SRRB and accurately reflect their respective Air Logistics Complexes' requirements. **(T-1)**

2.5.2. Will analyze demand data used to forecast spares and communicate findings to Funds Holder and Lead Commands. **(T-1)**

2.5.3. Must research and provide results regarding identified requirements within the RMS that are high-driver disconnects. **(T-1)**

2.5.4. Will support all SRRB meetings, teleconferences, and video teleconferences. **(T-1)**

2.5.5. Will provide an Annual Review Board Workshop to Item Managers, Equipment Specialists, Production Management Specialists, and Logistics Management Specialists at their respective Air Logistics Complexes. **(T-1)**

2.5.5.1. This workshop is required for Equipment Specialists and Item Managers preparing SRRB spares support change templates. **(T-1)**

2.5.5.2. This workshop shall include hands-on demonstrations informing attendees how to calculate their percentages factors. **(T-1)**

2.6. Single Managers. Must provide programmatic spares support change templates through the SRRB Input and Retrieval Web Tool. **(T-1)**

2.6.1. Must provide SRRB training for all functional roles within their respective centers. **(T-1)**

2.6.2. Will act as the SRRB weapon system point of contact between AFSC/LGPS, 448 SCMW, Lead Commands, and Program Offices. The Single Managers are responsible for completion of their spares support change templates based on annual SRRB Call Letter. **(T-1)**

2.6.3. Shall serve as the liaison between AFSC/LGPS, 448 SCMW, Lead Commands, and the Air Force Life Cycle Management Center (AFLCMC) Program Offices. **(T-1)**

2.6.4. Must attend Configuration Control Boards and SRRB training sessions, meetings, teleconferences, and video teleconferences. **(T-1)**

2.7. Program Office Weapon System Managers, Program Managers, Equipment Specialists, and Engineers. Must provide weapon system sustainment changes through the SRRB Input and Retrieval Web Tool using provided spares support change templates. **(T-1)**

2.7.1. Must provide complete weapon system information for spares support change templates updating to the SRRB Single Manager. **(T-1)**

2.7.2. Must support SRRB meetings, training, teleconferences, and video teleconferences. **(T-1)**

Chapter 3

SPARES REQUIREMENTS FOR POM BUDGET SUBMISSION

3.1. The SRRB process reflects: The total projected Funds Holders' demand replenishment requirements for spares and is essential to achieve AF flying hour targets derived from assigned mission taskings.

3.2. The SRRB will: Combine separate budgeting processes to plan and program the flying hour spares requirement. They will also validate the POM budget submission requirements. **(T-1)**

3.2.1. The SRRB will consist of representatives from AF/A4PY, AFSC/LGPS, AFLCMC, Lead Commands' Funds Holders, and the CRB. **(T-1)**

3.2.2. Each Lead Command Funds Holder must identify and validate their flying hour spares requirement projections. **(T-1)**

3.3. AFSC Resource Management Division (AFSC/LGP) must: Submit the CSAG-S spares requirements to AFMC Financial Management (AFMC/FMR). **(T-1)**

3.4. AFMC/FMR will: Submit Cost Per Flying Hour (CPFH) values to the Assistant Secretary of the AF Financial Management Budget Operations Revolving (SAF/FMBOR) after incorporation of SRRB recommendations. **(T-1)**

3.5. AF/A4PY will: Coordinate the CSAG-S spares requirements reflecting the SRRB outcomes to the AFCS via the CRB.

Chapter 4

SRRB PROCESS

4.1. The SRRB analyzes and refines aircraft spares requirements for future years.

4.1.1. The SRRB must develop the Depot Level Repairable requirements used to build the POM. **(T-1)**

4.1.2. The SRRB will compare submissions from the Secondary Item Requirements System to compute the CSAG-S base-level maintenance demands for flying hour spares. **(T-1)**

4.1.3. The SRRB will combine base-level not repairable this station and base condemnation forecasts compared to the requirements submitted by the Funds Holders. **(T-1)**

4.1.3.1. Finalized computations must be stated in current year dollars and based upon demands placed on the supply system. **(T-1)**

4.1.3.2. The SRRB will have an overall requirement disconnect of less than 3%. **(T-1)**

4.1.3.3. Disconnects will be addressed through face-to-face meetings and teleconferences, basing adjustments on known changes or forecast deficiencies. **(T-1)**

4.1.3.4. The SRRB will utilize the current Air Force Master Item Identification Control System Price File, providing the Funds Holders' final requirement by National Stock Number (NSN) and quantity. **(T-1)**

4.2. The Deputy Assistant Secretary for Cost and Economics (SAF/FMC) will: Compute the "market basket," which is the total collection of parts per weapon system. The total dollar requirement for each weapon system's computed "market basket" is divided by the planned flying hours and results in spares CPFH factors for the Future Years Defense Program (FYDP).

4.3. The Call Letter issued annually by AF/A4PY must: Provide specific guidance to participants on the process, expectations, and schedule of the upcoming POM year submission. All stakeholders must follow the established Call Letter guidance and complete the entire process within the required period. **(T-1)**

4.4. AF/A4PY and AFSC/LGPS shall: Conduct periodic teleconferences with members throughout the various stages of the process to ensure continued progress.

4.5. An annual Collaboration Meeting must be sponsored by: The participating Lead Commands Funds Holders on a rotating basis and is determined by the standing co-chairs. **(T-1)**

4.6. AF/A4PY will: Submit the final SRRB factors to the CRB for programming actions used to build the POM.

4.7. The CRB follows AFI 65-503, US Air Force Cost and Planning Factors: To develop the flying hour costing and planning factors.

4.8. AF Special Operations Command (AFSOC) and Transportation Working Capital Fund (TWCF) will: Follow separate guidance from their respective Corporate Structures.

4.9. The Air Force Cost Analysis Agency (AFCAA) shall: Provide an independent risk analysis of the SRRB's factors.

Chapter 5

SRRB COMPUTATION PROCESS

5.1. Program Managers, Single Managers, AFSC representatives, Lead Commands, and Funds Holders must: Identify and input weapon system programmatic changes into the flying hour spares forecast computation. (T-1)

5.2. Lead Command representatives must: Coordinate program changes to ensure the Air Force has complete and validated information to be used by the RMS. (T-1)

5.3. The SRRB cutoff date is provided in the Call Letter and must: Be used during the entire SRRB forecasting process. (T-1)

5.3.1. The Call Letter must reflect the most recent validated historical consumption data (8 quarters) immediately preceding the established closeout. (T-1)

5.3.2. The SRRB will adjudicate the top drivers annually based on the current Call Letter. (T-1)

5.4. The RMS computes a worldwide requirement for CSAG-S repairable and consumable items.

5.5. The Validation Tool will: Utilize AFTOC data from the equivalent baseline period to build Funds Holder projected eaches. (T-1)

5.5.1. The SRRB will compare differences from the Validation Tool and RMS data through annual collaboration meetings. (T-1)

5.5.2. The Validation Tool folder is located on the SRRB Input and Retrieval Web Tool (https://msdis.us.af.mil/srrb_v3).

5.6. Historical consumption data retrieved from AFTOC supply data table will be: Used to produce the demand rates by dividing the eaches in the historical “market basket” by the hours flown in the same period. (T-1)

5.7. Demand rates will: Be multiplied by the planned future flying hours to calculate the eaches required for each year of the next five fiscal years and create a projected future “market basket.” (T-1)

5.8. After the projected eaches requirements are determined: SAF/FMC submits the final cost factors to Deputy Assistant Secretary for Budget (SAF/FMB), in turn SAF/FMB provides the CPFH factors to AF/A4PY.

5.9. AFSOC and TWCF will: Follow guidance from their respective Corporate Structure. (T-1)

5.10. AFMC/FMR staff will: Use the funded AF customer requirement as the basis for revenue from which to develop the supply budget and ensure its compliance with applicable SAF/FMBOR and Comptroller guidance. (T-1)

WARREN D. BERRY, Lt Gen, USAF
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Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 23-1, *Materiel Management*, 7 September 2018

AFI 33-360, *Publications and Forms*, 1 December 2015

AFMAN 33-363, *Management of Records*, 1 March 2008

AFI 65-503, *US Air Force Cost and Planning Factors*, 13 July 2018

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ACC—Air Combat Command

AF—Air Force

AFCAA—Air Force Cost Analysis Agency

AFCS—AF Corporate Structure

AFI—Air Force Instruction

AFGSC—Air Force Global Strike Command

AFLCMC—Air Force Life Cycle Management Center

AFMAN—Air Force Manual

AFMC—Air Force Materiel Command

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFSC—Air Force Sustainment Center

AFSOC—Air Force Special Operations Command

AFSPC—Air Force Space Command

AFTOC—Air Force Total Ownership Cost

AMC—Air Mobility Command

ANG—Air National Guard

CAM—Centralized Asset Management

CPFH—Cost Per Flying Hour

CRB—Cost Review Board

CSAG—Consolidated Sustainment Activity Group

CSAG-S—Consolidated Sustainment Activity Group-Supply (previously known as Material Support Division)

FYDP—Future Years Defense Program

MAJCOM—Major Command

NSN—National Stock Number

OPR—Office of Primary Responsibility

PACAF—Pacific Air Forces

POM—Program Objective Memorandum

RDT&E—Research Development Test and Evaluation

RMS—Requirements Management System

SCMW—Supply Chain Management Wing

SRRB—Spares Requirement Review Board

TWCF—Transportation Working Capital Fund

USAFE—United States Air Forces in Europe

Terms

Air Force Total Ownership Cost—Different financial elements of a program's life cycle costs.

Base Condemnation Forecast—Combined list of assets forecasted to be condemned at base level each year.

Base-Level Not Repairable This Station—Assets that are not repaired at base level and sent off for depot overhaul.

Centralized Asset Management (CAM)—Funds Holder for the Active Air Force Commands. Represents Air Combat Command (ACC); Air Force Global Strike Command (AFGSC); Air Mobility Command (AMC), except for TWCF; Air Education and Training Command (AETC); Air Force Space Command (AFSPC); Pacific Air Forces (PACAF); and United States Air Forces in Europe (USAFE). Note: While the CAM office is located within AFMC, they do not represent AFMC. AFMC, as a Funds Holder, is responsible for aircraft flown in support of Research, Development, Testing and Evaluation (RDT&E) missions.

Collaboration Meeting—Annual meeting held gathering all SRRB stakeholders together to work the differences in requirements that were forecasted.

Configuration Control Board—Annual board for each weapon system to maintain standard configuration among particular platforms.

Consolidated Sustainment Activity Group—CSAG is comprised of two divisions: Maintenance Division (CSAG-Mx) and Supply Division (CSAG-S).

Consolidated Sustainment Activity Group—Supply Division—Manages weapons system spare parts, fuels, equipment, and items used for non-weapon system applications.

Consumable Items—Assets consumed in use by the Air Force and discarded when no longer serviceable.

Cost Per Flying Hour—Operations and support costs corresponding with the costs covered in the cost per flying hour portion of the Air Force budget. The CPFH includes aviation fuel, consumables, and depot level repair assets.

Cost Review Board—Air Force-level review of flying hour requirements and costs. The CRB replaced the Air Force Cost Analysis Improvement Group.

Depot Level Repairable Item—Repairable item of supply that is designated for repair at depot level or that is designated for repair below the depot level, but if repair cannot be accomplished at that level, shall have its unserviceable carcass either forwarded to the depot for repair or condemnation.

Eaches—Term used to describe the count (quantity) of individual parts per National Stock Number.

Funds Holder—Establish advocacy for their respective POM identifying flying hour requirements for different appropriations.

Future Years Defense Program—Annual compiled summary of the forces, resources, and programs associated with DOD operations. The FYDP captures resource management decisions related to projected activities associated with normal, peacetime operations of the Department of Defense.

Lead Command—Lead Command designation establishes advocacy for weapon systems and their support systems and equipment directly associated with the weapon systems during their life cycle and clarifies responsibilities for all using and supporting organizations.

Market Basket—Collection of all NSNs that comprise the required parts for a weapon system in a specific year. The total value (dollar requirement) of a weapon system market basket is the sum of the individual part counts (eaches) times their respective prices. The CPFH of a weapon system market basket is the total dollar requirement divided by the programmed flying hours used to build the market basket forecast.

National Stock Number—13-digit numeric code, identifying all the 'standardized material items of supply,' used to order parts. Each NSN has been recognized by all NATO countries.

Program Objective Memorandum—Final product of the annual programming process within the Department of Defense which translates planning guidance into programs by aligning resources with specific requirements to support operations, training, maintenance and base support over the FYDP.

Requirement Disconnect—Difference between the automated requirements system and the actual anticipated requirements computed looking towards future needs.

Requirements Management System—Collection of software systems that captures and processes supply item demands and usage and computes future requirements of these items.

Repairable Item—Items capable of being restored to acceptable operating condition or state after a damage or failure.

Single Manager—Military Department designated by the Secretary of Defense designated to manage specific commodities.

Spares—Assets that are put on a shelf to be used in an end-item as required and may be nonexpendable or expendable upon install.

Spares Requirement Review Board—Annual collaborative effort that develops the total flying hour spares requirement for funding approval.

Spares Requirement Review Board Call Letter—Annual call letter that provides guidance and a time line for the yearly SRRB process.

Spares Support Change Templates—SRRB computation deviation request from the Program Office used to defend their position on the increase/decrease of requirements from year to year. The templates are used to override/modify future quantity requirements based on known differences from the historical record or average.

Top Drivers—During the SRRB comparison process, assets that show the largest dollar value change from the previous cycle for Lead Commands.

Validation Tool—Component within the SRRB Input and Retrieval Web Tool that contains the calculations and results for the MAJCOM requirement.